

## **Property Committee Meeting Minutes**

Aug 2nd, 2011, 8:30 a.m.

Room A160

The meeting was called to order by Chairman Renner at 8:35 a.m. The meeting was properly announced. Present: Renner, Allen, Djumadi. Excused: Miller and Kotlowski. Also present: Price, Larson, Hamman and Phillippi.

Motioned by Allen/Djumadi to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Allen/Djumadi to approve the minutes from July 12, 19 and 22. Motion carried by unanimous voice vote.

Discussed safety issues in the DA's office. Hamman reported that Dick, from Portage Glass, had been here and proposed several different options. The DA was unavailable, but Cada agreed bullet proof glass was not necessary. The DA will need to decide what options would work for their office.

Safety issues in the DA's office will be placed on the next committee meeting agenda.

Discussed the Health & Human Services/Community Center remodel/roof project. Hamman reported staging has begun and that there have been several letters of transmittal. There was a mix up on the purchase of roof decking, however; it has been corrected.

Discussed phasing (who, what, when, where, dollars) of Health & Human Services – staff, offices, etc. There are a few problems that have occurred with the phasing process. The plan shows the conference room as being worked on prior to what Price would have liked. Price would like the conference room to be one of the last areas to be completed so they may utilize the room for storage while offices areas are being worked on. Price felt that there was a miscommunication and that a meeting would help remedy this. Brian, (on-site foreman) was waiting for office areas to be cleaned out, with the thinking that Thurber would be taking care of it. A meeting is going to be coordinated to include Price, Gordon, Hamman, Thurber and Brian (on-sight foreman). This meeting will be scheduled to talk about phasing (who, what, when and where) items that need to be addressed and how they will be accomplished.

Kotlowski present at 9:20 a.m.

Motioned by Allen/Djumadi to allow Hamman to do what is needed for the phasing, utilizing his best judgment in order to move forward with the project. Motion carried by unanimous voice vote.

Discussed Ayres draw. Hamman reported two draws - \$2,295 and \$930.

Motioned by Allen/Kotlowski to pay both draws. Motion carried by unanimous voice vote.

Discussed invoices for the Health & Human Services project. There were no invoices.

Discussed maintenance items. Hamman reported on receiving three different proposals to have the stumps removed and site prepped on the North side of the building parking lot. The area is located on the North end of the building parking lot.

- Green Garden \$1,938.00
- Fenner Excavating \$2,310.00
- Hintz Excavating \$1,700.00

Motioned by Djumadi/Allen to offer job to Hintz. Motion carried by unanimous voice vote.

Discussed sale of ice machine from Health & Human Services. Motioned by Djumadi/Allen to give the ice machine to the school district at no charge. Motion carried by unanimous voice vote.

Set next meeting date and agenda item: Hwy 21 boat launch

Next meeting date: September 6, 2011 at 8:30 a.m.

Motioned by Djumadi/Allen to adjourn at 9:34 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,

Cindy Phillippi  
Recording Secretary